

CHAPTER 74: SUBDIVISIONS – PERMIT CHECKLIST

THE VILLAGE OF MOUNT PLEASANT

8811 CAMPUS DRIVE, MOUNT PLEASANT, WI 53406 | P: (262) 664-7800



Applicants may find design requirements and approval procedures in Chapter 74 of the Mount Pleasant Code of Ordinances. All application materials must be submitted digitally unless otherwise stated. The Village accepts payment by cash or checks only.

1. CERTIFIED SURVEY MAP

<input type="checkbox"/>	Completed Pre-Application Meeting
<input type="checkbox"/>	Completed Chapter 74 Permit Application
<input type="checkbox"/>	Application payment
<input type="checkbox"/>	One 8.5 x 14" digital copy of the certified survey map
<input type="checkbox"/>	One digital copy of any deed restrictions

2. CONDOMINIUM PLAT

<input type="checkbox"/>	Completed Pre-Application Meeting
<input type="checkbox"/>	Completed Chapter 74 Permit Application
<input type="checkbox"/>	Application payment
<input type="checkbox"/>	Two full-size paper and one full-size digital copies of the condominium plat
<input type="checkbox"/>	One 11 x 17" digital copy of the condominium plat
<input type="checkbox"/>	One digital copy of the site analysis information
<input type="checkbox"/>	Two paper and one digital copy of the street plans and profiles
<input type="checkbox"/>	One digital copy of any covenants and condominium association documents

3. PRELIMINARY SUBDIVISION PLAT

<input type="checkbox"/>	Completed Pre-Application Meeting
<input type="checkbox"/>	Completed Chapter 74 Permit Application
<input type="checkbox"/>	Application payment
<input type="checkbox"/>	Two full-size paper and one full-size digital copies of the preliminary subdivision plat
<input type="checkbox"/>	One 11 x 17" digital copy of the preliminary subdivision plat
<input type="checkbox"/>	One digital copy of the site analysis information
<input type="checkbox"/>	Two paper and one digital copy of the street plans and profiles
<input type="checkbox"/>	One digital copy of any covenants and homeowner's association documents

4. FINAL SUBDIVISION PLAT

<input type="checkbox"/>	Completed Pre-Application Meeting
<input type="checkbox"/>	Approved Village stormwater management and erosion and sedimentation control plans and specifications
<input type="checkbox"/>	Completed Chapter 74 Permit Application
<input type="checkbox"/>	Application payment
<input type="checkbox"/>	Two full-size paper and one full-size digital copies of the final subdivision plat
<input type="checkbox"/>	One 11 x 17" digital copy of the final subdivision plat
<input type="checkbox"/>	One digital copy of any deed restrictions